

**Indiana Strategic Prevention Framework State Incentive Grant
Training/Outreach Workgroup Meeting
January 2, 2007**

In attendance: Paula Parker Sawyers, Marcia French, Martha Payne, Mary Lay, Dave Bozell, Eric Martin, Jessica Parks, Lisa Hutcheson

Paula welcomed everyone and asked that previous meeting minutes be approved. Marcia made a motion and Mary seconded; all approved.

CSAP update

CSAP has provided some feedback and has questions and concerns about the timeline. There will be a meeting on January 12th with CSAP to review the timeline and project roll out. CSAP was concerned that there was not enough time allowed for applicants to assess their community and plan. This grant is a cooperative agreement between CSAP and the state, so CSAP must approve plan and RFS process before we can move ahead.

CSAP has recommended that we distribute information about SPF SIG to the community as soon as possible, so Marcia will be getting the final document(s) such as the newsletter together to send through various networks.

After the January 12th meeting, Marcia will send the updates to the timeline and project roll out to CSAP for approval. The biggest change will be in the funding streams – CSAP is recommending that grants (6-12 months in duration) will be utilized for capacity building and then applicants, if they have been successful in building capacity, may receive additional funds for program development and implementation. CSAP will likely not support a statewide grant award.

Newsletter

Martha has revised the first newsletter template – it was distributed for the work group's review. Paula had some minor formatting changes and Martha will make those. As for content, Marcia will contact the Governor's office for a "welcome quote" for the newsletter and also a statement from Chair of the GAC, Mark Frisbee. Paula will contact FSSA for a quote from Mitch Roob. All content of each newsletter must be approved by Dennis Roseborough – Paula will contact him.

Since our timeline has changed, the training dates will need to be removed from the right hand side but Martha will include a "what's next" section there for future training sessions and important dates. Paula would like to have the newsletter completed for distribution on Friday (January 5) if possible. The newsletter will be sent through various networks such as the LCCs, IPRC, Friday Night Facts, ICAN, and specific Latino groups. If they choose to translate the newsletter they are welcomed to do so.

Project Roll Out and Timeline

Everything is on hold until after the January 12th meeting with CSAP. More than likely, at least four weeks will need to be added to the timeline. The Grant Review Workgroup

will meet in January 3rd to develop the grant review process. Paula recommended that this group should seriously consider what the philosophical direction of the funding will be. Some questions to consider: How will coalitions be defined? Will it be necessary that an applicant already be part of a coalition or a group that has been working together?

The final approval of the timeline and project roll out, and the directional decision of the Grant Review Workgroup will determine what kind of technical assistance will be needed by and provided to communities. The IPRC is able to assist communities with TA during the 6-12 month community assessment and capacity building period with conducting a needs assessment and developing a comprehensive plan.

Paula iterated that we will need to have the strong and active support of Mitch Roob, Kathy Boggs, and Paul Bowling to ensure that the SPF SIG contracts, once awarded, are processed and distributed quickly so communities can begin their initiatives without delay. She will contact Anne Murphy to discuss how to ensure this process is effective and efficient.

Next Steps

The workgroup agreed that though the timeline has been changed, the process needed to move forward with most of the same elements. Workgroup members felt that the following parts of the roll out and timeline were still important and should proceed:

- Introduction to SPF SIG – “SPF SIG 101” power point
- Regional informational sessions to provide TA on writing the proposal and what will be expected for funding
- Letter of interest – to allow us to gauge how many applicants there might be and to begin a screening process for those applicants which would not qualify. A letter would also allow for follow up from those potential applicants who do not submit an application.
- Deadline for questions – this is still an important deadline but will be moved based on CSAP’s final approval
- TA after initial granting process – it will be important that communities still have access to TA if they need assistance with the development, implementation, evaluation, and sustainability components of their plan

Expert Review Panel

The members of the ERP have been selected – they will review the applications and make recommendations to the GRW. The following persons have been asked to serve on the ERP: Paula Parker Sawyers, Jeff Barber, Carolyn Waller, Karla Sneegas, Sonya Cleveland, Jason Hutchens, Dave Bozell.

Next Meeting: January 16th 8:30 a.m. Government Center – DMHA offices
The purpose of this meeting will be to hear an update on the January 12th meeting, measure the level of response to the newsletter, and get an update on the Grant Review Workgroup meeting.

